



# FULSTON MANOR ACADEMIES TRUST

**POST:** PASTORAL ASSISTANT

**REPORTS TO:** PASTORAL MANAGER (HEAD OF HOUSE)

**RESPONSIBLE TO:** PASTORAL MANAGER (HEAD OF HOUSE)

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## DETAILS OF THE POST:

- Assist the pastoral manager in the day to day running of the House area
- Assist the pastoral manager and tutors by providing administrative support, particularly with academic and non-academic monitoring of achievement
- Complete attendance records for the House area
- Assist the pastoral manager in the creation of a positive pastoral group ethos and culture to support the aims of the school and to develop enterprise skills amongst all students
- Establish effective working relationships with other members of the pastoral team, other appropriate staff and parents in order to appropriately support all students
- Establish positive working relationships with all students within the House area and to mentor individual students as required
- Assist the pastoral manager and tutors with the running of the house council
- Liaise with parents and guardians regarding concerns
- Liaise with external agencies in support of the pastoral manager (Head of House)

## KNOWLEDGE AND SKILLS:

- Principles and practices of pupil management
- Knowledge of record-keeping systems and procedures
- Knowledge of the school systems providing support to students.
- Knowledge of various external agencies which provide support services to students (and their families)
- Knowledge of child protection policy & procedures
- ICT competency including experience with Microsoft Word, Excel and e-mail usage

## PERSONAL QUALITIES:

- Understanding others
- Empathy
- Team working
- Creating trust
- Developing potential

## **OTHER**

- Any other duties as directed by the Pastoral Deputy Headteacher which are reasonably required for the fulfilment of the role.